



FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440
westmont.il.gov | finance@westmont.il.gov

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Finance Committee Meeting Minutes - May 12, 2016 Westmont Village Hall

Call to Order: 4:04 pm - Trustee Guzzo

Pledge of Allegiance

Roll Call: Committee

Staff

Trustee Guzzo (Chair) Mayor Gunter Clerk Szymiski Trustee Barker Trustee Liddle (4:08) Trustee Addington	Director Parker Manager May Chief Weiss Director Ramsey Deputy Clerk Richards Director Liljeberg (IT) Director Forssberg (ED)
Visitors	~none

Minutes approved: The April 14, 2016 Meeting Minutes were approved by a motion from Trustee Addington and a second by Trustee Barker, all ayes.

UNFINISHED BUSINESS: none

NEW BUSINESS:

Hotel/Motel Grant Tax Limit - Director Parker discussed that in the 2017 Budget the Village has allocated \$50,000.00 for grants; \$10,000.00 set aside for WSEC and \$10,000.00 set aside for DuPage Convention Tourism project, leaving \$30,000.00. Last year, 2016, we had \$25,000.00 and gave WSEC \$10,000.00 and some for DuPage Convention & Tourism Bureau and then putting limits on how much an entity could receive. For 2017 we have \$50,000.00 as the grand total and would like to discuss the various limits for different entities. The goal is to not have 1 entity take up too much of the grand total and yet make sure we can assist the various community events.

Trustee Guzzo stated she is not in favor of a cap; a new idea might not be funded because an entity had already received funds. She would prefer a case by case basis seeking approval at the Finance Committee. Manager May asked how we would keep an entity from requesting all the

funds at the beginning of the year if we did not cap a request. Trustee Guzzo replied that we could put a time limit on the request such as no more than 120 days in advance. Manager May replied that it could all be done on a case by case basis even with the cap. Mayor Gunter put forth the idea that we cap at \$2500 as we always have with the possibility of doubling the cap if the event really needed funds to get it off the ground.

Manager May said that any event was going to come before the board, the guidelines are for the staff to work within. Anything that is outside of the parameters would be brought to the board for decisions, within the framework of the policy would just be a consent agenda item. Mayor Gunter asked if there were any new events seeking funds? Manager May replied that there was nothing at this time. Trustee Guzzo stated that she would hate to have a group be turned down if the funds were available. Discussion of the various groups and events that are funded ensued.

Trustee Addington reviewed the Lions Club Red White & BBQ event that does bring funds into the community and the risk of these groups that are weather dependent on their success. Trustee Barker commented on the question of risk. Trustee Barker suggested a reserve of funds for this type of need. Mayor Gunter remarked that Promote Westmont guidelines were a 50% grant of funds (up to the max) you had already spent; spend \$5,000.00 and will grant \$2,500.00. Some years we had leftover funds, same as we had this year with \$7,000.00 left. Director Parker stated that most entities respond to the grants by asking for the maximum allowed.

To confirm the decision of the committee, Director Parker restated the decision:

1. Maximum grant to stay the same at \$2,500.00.
2. If the entity believes they require more than the maximum a variance can be applied for by the entity.
3. The budget of \$50,000 to be split as follows:
 - a. \$10,000 upfront to WSEC
 - b. \$10,000 committed to DuPage Convention Tourism Bureau
 - c. \$5,000 to Park District to cover Holly Days and one other event of their choice
 - d. Remaining \$25,000 for other community events
4. Of the \$25,000 for community events, up to \$15,000 can be committed in the first 6th months of the fiscal year. The remaining \$10,000 can be committed in the 2nd half of the

fiscal year.

5. The Park District has currently requested \$7,500 in total. Of that, \$2,500 will be allocated as coming from the up-front cost for Holly Days and \$5,000 will be allocated as coming from the \$15,000 available in community events for the first half of the fiscal year.

Hotel/Motel Grant Request from Westmont Lions for Red White & BBQ - The Lions Club request was not yet authorized, waiting for the policy to be confirmed/established tonight. The request will be for \$2,500.00, and instead of waiting for the next Finance Committee, we would like it on the next Board Agenda so that it is not an “after the event” request.

Mayor Gunter reminded everyone that the funds requested should be needed. If an entity has reserves, that should be taken into at the time of the application for the grant. There was a time that Taste of Westmont made money and the Village lowered their grant - now the Taste of Westmont is losing money every year so we are raising their grant again. All entities need to prove the need for funding, a profitable event doesn't need funding to build a bank account-the grant is to assist in making a successful event.

Reports:

Chair Guzzo: Next meeting is June 9th.

Director Parker: Review of the handed out packet materials.

1. Budget/Actual report was reviewed in some detail: showing the reorganization of departments, purchases/not purchased, overtime costs, tree purchases, vehicle purchases and such. Mayor Gunter asked what the total under percentage in comparison to the over percentage? Manager May replied that we are always about 10% under budget. Director Parker stated that our Department Heads are extremely conservative in spending budgeted funds “just because we have that amount budgeted does not mean you have to spend it” is the philosophy we have here at the Village.
2. Purchasing changes that have been discussed were confirmed. The items will be placed on the board agenda.
3. A property owner in town has expressed his belief that he should not be responsible for tenants that do not pay their water/garbage account. The Village Attorney has confirmed that our ordinance holding the property owner liable/responsible if his tenant does not pay is a legal ordinance, and the landlord is responsible for the tenant he signs a lease with. Director Parker stated that we will no longer set up a payment plan with a tenant without the landlord's permission.

Adjourn: 4:32pm- motion by Trustee Addington and second by Trustee Liddle, all ayes.